

PROVAL UPLOAD CHECKLIST (Roll ProVal Values into Parcel Master)

Run audit trail (PMB011) before starting this checklist. (Unless you start first thing in the morning and can use the audit trail from the night before.)

Make sure all updates to the ProVal records have been completed and are correct. (Run the ProVal Certification Checklist.) All updates to the Parcel Master file need to be completed before uploading PV values. Once these values have been uploaded to the AS/400, you will NOT want to trend in Parcel Master. Roll any AS/400 subsystems into Parcel Master and trend before uploading ProVal values, or trend in the subsystem.

1. Call PVB101 This program converts the ProVal detail file into a readable format on the AS/400. An error report will print listing all unknown parcels and invalid categories. ***Do not correct any errors until after you run PVB008 and PVB009.*** Balance grand totals at the end of this report to "Valuation Interface Report."

PVB001 - **Certified Values From ProVal - List Errors Only**
Report If errors exist proceed with steps 2 and 3 and include steps 4 and 5. If no errors exist skip steps 4 and 5.

2. Call PVB008 **Category Recap.** Balance ***by category*** to "Valuation by Group" (TSB9555C) report. If you don't balance, add value changes from PVB011 to the values on the PVB008. This report will only display values with a review year. **Verify that no invalid Categories exist. If you missed fixing any unassigned group codes in ProVal they will need to be fixed (in step #4) and this report run again.**
3. Call PVB009 **Classification Recap.** Balance ***totals*** to the "Valuation Interface Report" or to the TSB9555C. (There may be rounding differences.)
4. Call PVO001 Clean up errors in the ProVal Detail file. *Errors can be caused from splits performed in the AS/400 and not in ProVal or vice versa.*
5. Call PVB011 Use this report to verify the changes made in PVO001.

The errors listed on PVB001 or PVB016 may require changes and re-posting in ProVal. Rerun PVB011 and use it as a guideline to make changes in ProVal. This step may be done after completing the checklist.

NOTE: Contact TSB immediately (800) 334-7756 (local call is 334-7750) if totals on PVB001, PVB008, and PVB009 do not balance back to the ProVal reports in steps 1-3.

6. Call PVB016 **Homeowner Exemption/Residential Listing.** Correct edits. When done, re-run to be sure all edits are clean and ***keep for balancing in Step 19.***
PVB016A - **Edit Categories and Review Years**
Lists totals. Used for balancing in Step 19.
7. Call PVB014 Clear records from the ProVal Download File (UAPROVAL). Counties using the AS/400 to ProVal download can run this program. Only records in the download file up to the date keyed in will be removed. It is recommended that at least 6 months of records be kept. Skip this step if you **do not** use the AS/400 to ProVal Download programs.
8. **BACKUP UADFILE** (Use the “Go Back” menu – initialize & save UADFILE.)
REQUIRES DEDICATED FILES. Counties with 16G tapes drive, see page 6.
9. Call PVB002 **Recap of Uploaded ProVal Cat/Quant/Acres/Value.** Use to balance with Step 12 and 17.
10. Call PVB012 **Exemptions and Specials.** Use to balance with Step 20.
11. Call PVQ012 **Parcel Master (PM) Recap of Parcels without ProVal Records.**
12. Call PMB002 **Category Recap**
Use the *limits*: “blank” to 30 999999999999)
‘O’ as in Orange

Balance Total/Value in PM

	PVB002	(Step 9)
+	<u>PVQ012</u>	(Step 11)
=	PMB002	(Step 12)
13. Call PMB318 **File Status Report.** This report totals all subsystem records. All parcels using ProVal will be deleted from the subsystems in Step 16. Use these totals for balancing in Step 21 to ensure only the affected subsystem records are deleted and copied to the history file.
14. Call PVB003 **(RUN WITHOUT UPDATE)**
Correct any error conditions on PVB003B. Rerun steps 10 through 13 if any corrections are made. If **no** corrections were made, you may skip the backup (#15) and go to #16.
15. **BACKUP UADFILE** (Use the “Go Back” menu – initialize & save UADFILE.)
REQUIRES DEDICATED FILES. Counties with 16G tapes drive, see page 6.

16. Call PVB003 **(UPDATE) REQUIRES DEDICATED FILES**

This report will roll categories, review years, acres, and values from ProVal to PM. ***The following six reports are spooled:***

PVB003B - **Parcel Master Error Report**

Error conditions should have already been investigated and cleaned up in step 14. Any parcels still listing with an error will ***not*** update ***and will have to be done by hand during step 22.***

PVB003 - **Values Update Audit Trail**PVB004A - **Homeowner Exemptions & Circuit Breaker Values**

This report displays the homeowner and circuit breaker values updated. Review this report. If ProVal has been coded with a non-homeowner code but a HO exemption exists in Parcel Master a warning message “Occ Code not Elig for HO, but PM has HO – Updated” appears and the HO exemption will be updated. These parcels should be investigated to see if the HO exemption actually applies. Circuit Breaker Land Values **DO NOT** update and must be done manually.

**DO NOT CORRECT
ANY EDITS AT THIS
TIME. EDITS ARE TO
BE CORRECTED IN
STEP 22.**

PVB004B - **HO & CB – Error Report.**

This report will list the errors separately from PVB004A to assist in finding and correcting the errors and make the process a bit easier to accomplish.

PVB020 - **Category File – Parcels Rolled**

This report displays a summary of values rolled from ProVal. This report is for informational purposes only and only spools when PVB003 is run in update.

PVB091 - **Remove ProVal Parcels from RC, MH, LD, and RI Subsystems**

This report displays the number of records removed from each subsystem for every parcel rolled from ProVal. This report spools only when PVB003 is run in update.

If you have been working ahead in the AS/400 subsystem breaking out a 1 acre land HO market value (for those with greater than 1 acre), please call and let us know. These records will get moved out of the subsystem once the PVB003 is run, but we can dial in and move them back.

17. Call PVB002 **Category Recap** (PM containing PV values only)

Balance total values using old values rolled off PM and new values rolled into PM

$$\begin{array}{rcl}
 & & \text{PVB002 (Step 9)} \\
 - & \text{old value} & \text{PVB003 (Step 16)} \\
 + & \text{new value} & \text{PVB003 (Step 16)} \\
 = & & \text{PVB002 (Step 17)}
 \end{array}$$

If you do not balance, check the PVB003B error report. If you made any value changes in PM, add/subtract those changes here.

18. Call PMB002 **Category Recap** (all of PM)
Use the limits: "blank" to 30 999999999999
'O' as in Orange

19. Call PVQ011 **Category Recap** (all PV values in PV8VALUE)

Balance **total** values using Edit values, ProVal values, and Non ProVal values:

$$\begin{array}{rcl}
 & & \text{PVB016 (Step 6)} \\
 + & \text{PVQ011} & \text{(Step 19)} \\
 + & \text{PVQ012} & \text{(Step 11)} \\
 = & \text{PMB002} & \text{(Step 18)}
 \end{array}$$

20. Call PVB012 **Exemption Value Summary**

Balance **TOTAL** Homeowner Market, TOTAL Homeowner Exemption, and Circuit Breaker values:

$$\begin{array}{rcl}
 & & \text{PVB012 (Step 10)} \\
 - & \text{old value} & \text{PVB004 (Step 16)} \\
 + & \text{new value} & \text{PVB004 (Step 16)} \\
 = & & \text{PVB012 (Step 20)}
 \end{array}$$

21. Call PMB318 **File Status Report**

Balance the RC, MH, LD, and RI parcel records deleted from the AS/400 subsystems: (balance parcel counts)

$$\begin{array}{rcl}
 & & \text{PMB318 (Step 13)} \\
 - & \text{PVB091} & \text{(Step 16)} \\
 = & \text{PMB318} & \text{(Step 21)}
 \end{array}$$

22. **Update by hand** all parcels on **PVB003B** "Parcel Master Error Report" (Step 16) (Also need to hand delete these parcels out of the AS/400 subsystems.) If you delete any parcels or make value changes, be sure to make these same changes in ProVal and re-certify the parcel.

Update by hand all parcels as necessary listed on **PVB004** "Homeowner Exemptions & Circuit Breaker Values" (Step 16). While this report is long, you may want to print it out so that it is easier to find the edits. Here are a few things to keep in mind:

Circuit Breaker land values are NOT updated, you must check all parcels with a CB land value and correct as needed.

There will be different edits on parcels, review these parcels to be sure that the HO exemption is correct for that parcel.

PVB004 will only give Homeowner's Exemption to the RO sheet that has a dwelling. If you put the house and garage on RO1 and the sheds on RO2, then the value of the sheds will NOT be included in the HO value. If you have been doing this, then you will need to query your HO values in the AS/400 and find these parcels. However, if you ran TSB6895C in Step 3Z (page 9) of the Certification Checklist, you can use the report to help you find the parcels that may need corrected.

If you have multiple dwellings on multiple sheets then the parcel will be flagged with an edit, the values are not updated and you must manually update these values.

23. **BACKUP UADFILE** (Use the "Go Back" menu – initialize & save UADFILE.) **REQUIRES DEDICATED FILES.** Counties with 16G tapes drive, see page 6.
24. **Regular Assessment Drive Checklist (CL8):** Make sure you run steps 1 & 3. Run step 4 to see if you have any parcels with expiration dates. If you do, run steps 5 through 16. If you don't have anything on step 4, skip to any subsystems you may need to roll (ie Personal Property). Once the needed subsystems are rolled, skip to **step #24** and continue to the end.

SAVE UADFILE

16G TAPE DRIVE COUNTIES (USING QIC5010 TAPES)

Instructions for saving MLR-1 tapes with density *QIC5010:

1. Initialize the tape:
Type in INZTAP and then hit F4 to prompt
Device: **TC**
New volume identifier **BACKUP**
New owner identifier **COUNTY NAME** (type in your county name)
Volume identifier ***MOUNTED**
Check for active file ***NO**
Tape density ***CTGTYPE**
Code ***EBCDIC**
End of tape ***REWIND**
Clear ***NO**

2. Save UADFILE:
Type in SAVLIB and then hit F4 to prompt
Library **UADFILE**
Device **TC**